

CUSTOM FIELDS

IN MICROSOFT DYNAMICS 365
BUSINESS CENTRAL

USER SCENARIO DOCUMENTATION

Microsoft Dynamics 365 Business Central WSB Custom Fields v1.12.0.0



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Change Log

Version number	Description
V1.0.0.0	Initial released version
V1.4.0.0	Support for sales/purchase documents and jobs. Misc. fixes to Dutch translations.
V1.6.0.0	Fixed issue where custom fields were not copied when sales/purchase document is created directly from customer/vendor.
V1.8.0.0	Update to support Dynamics 365 Business Central 2019 wave 2 Misc. fixes to translations.
V1.10.0.0	Added support for the following languages: - English (Canada) EULA link update
V1.12.0.0	Fixed incorrect error message for missing Sales Line Custom Field.



Introduction

The WSB Custom Fields extension allows you to easily create your own specific fields for customers, vendors, contacts and other entities. Each field can be set up with a field type for data entry, you can use customizable lists and can translate each custom field into your own language. The extension Custom Fields also supports synchronization of the custom fields between contacts, customers and vendors. This will enable you to maintain your data in one place and keep it in sync with the related data.

You can use your custom fields on sales/purchase headers & lines as well, for example on sales quotes or purchase orders and their lines. It is also possible to transfer the custom fields from a customer to a job or sales header, from a vendor to a purchase header and from an item to sales and purchase lines.

The WSB Custom Fields extension overall provides you with the following features:

- Custom fields for the following entities: customers, vendors, contacts, jobs, items and resources
- Custom fields on the headers and lines of sales and purchase documents
- ✓ Up to 5 custom fields of each data type for each supported entity
- ✓ Synchronization of custom fields between contacts, customers and vendors
- ✓ Transfer fields from customers, vendors and items to jobs, sales/purchase headers and lines.
- ✓ Translate the caption of custom fields in other languages.

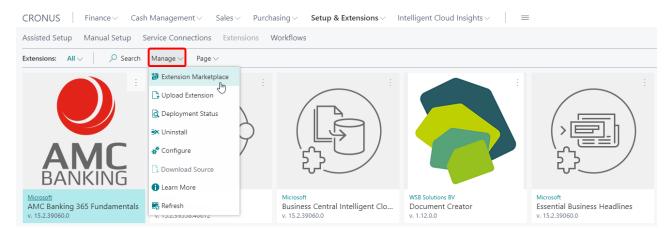
The listed features will each be covered in the following chapters of this user documentation.



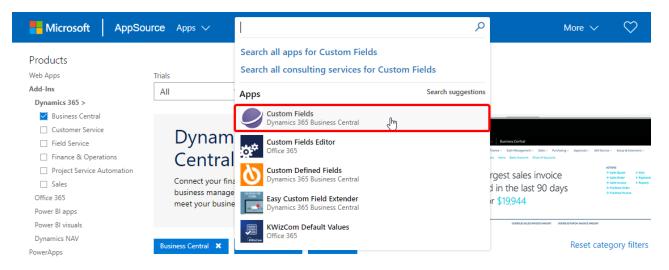
Installation

The WSB Custom Fields extension can be installed from the Extension Marketplace (AppSource). To install the extension, please follow the following steps:

- 1. In Microsoft Dynamics 365 Business Central, go to Setup & Extensions > Extensions
- 2. Open the Extension Marketplace (AppSource) via: Manage > Extension Marketplace



3. Search for and select "Custom Fields" (By WSB Solutions BV)





- 4. Please take note of the End-User License Agreement and Privacy Statement
- 5. Choose **GET IT NOW**, enter your details, and follow the further steps in the **Extension Installation** page that will open in Microsoft Dynamics 365 Business Central.

Apps > Custom Fields



Custom Fields Save for later

WSB Solutions BV

★★★★★ 5.0 (2)

Overview Reviews

GET IT NOW

Pricing Free

Products Dynamics 365 Business Central

Publisher WSB Solutions BV

Acquire Using Work or school account

Version 1.12.0.0

Categories Marketing Operations + supply chain

Industries Distribution Manufacturing

Support Support Help

Legal License Agreement Privacy Policy Easily create your own custom fields for customers, vendors, contacts and more

Custom Fields

WSB Solutions

Easily create your own custom fields for customers, vendors, contacts, documents and more in Microsoft Dynamics 365 Business Central

Do you have customer data you can't register? Are you missing important contact or vendor information which is essential for your company business? And is there any sync between contacts, customers and vendors? Just some important issues Small to Midsize Businesses struggle with nowadays.

At the moment a lot of standard fields for entities like contacts, customers and vendors are provided, but what if you want to register company specific data for your company process in Microsoft Dynamics 365 Business Central? We have the perfect App to help you get more productive. With the use of the extension Custom Fields you can easily create your own specific fields for the customers, vendor and contacts. Each field can be set up with a field type for data entry, you can use customizable lists and can translate each custom field into your own language. The extension Custom Fields also supports synchronization of the custom fields between contacts, customers and vendors. This will enable you to maintain your data in one place and keep it synced with the related data. A time-saving and error-limiting functionality.

New features

With the latest version of Custom Fields it is possible to use the custom fields on sales headers & sales lines and purchase headers & purchase lines. You can create and use your own fields on for example sales quotes or purchase orders. A other new feature is the transfer of the custom fields from your customer to a job or sales header, from a vendor to a purchase header and from an item to sales and purchase lines.

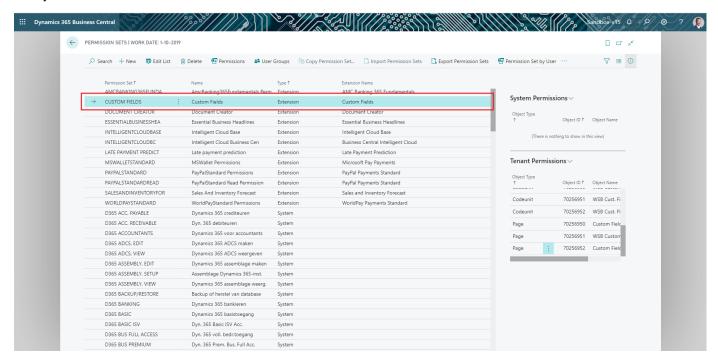
Features and benefits

- Applicable for the entities customers, vendors, contacts, jobs, items and resources
- Applicable for the documents and lines for sales and purchase
- · Create up-to 5 custom fields per field type for each entity
- Define the used field type of the custom field
- · Synchronization of the custom fields between contacts, customers and vendors
- Transferring of fields from customer, vendors and items to jobs, sales documents & lines and purchase documents and lines
- · Configurable in local language



Permissions Configuration

Once the WSB Custom Fields extension has been installed, the permission set CUSTOM FIELDS has been added to the system.



This permission set should be assigned to relevant users or user groups.

To assign the CUSTOM FIELDS permission set to users:

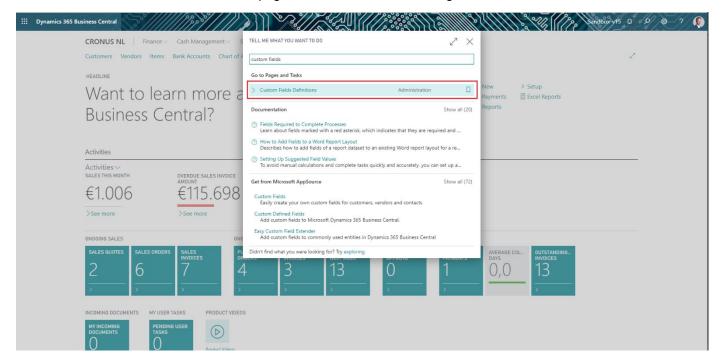
- 1. Choose the Lightbulb icon on the top right corner of the Microsoft Dynamics 365 Business Central to open search, enter **Users**, and then choose the related link.
- 2. Select the user that you want to assign permission to. Any permission sets that are already assigned to the user are displayed in the **Permission Sets** FactBox.
- Choose the Edit action to open the User Card page.
- 4. On the User Permission Sets FastTab, on a new line, fill in the Permission Set field with CUSTOM FIELDS

For more information, please refer to Dynamics 365 Business Central documentation - <u>Managing Users and</u> Permissions



Setup and Usage

Search for the Custom Fields Definitions page to start custom fields configuration:



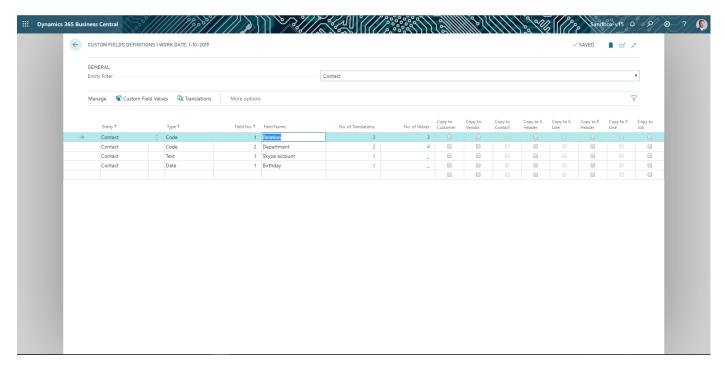
From the Custom Field Definitions page, it is possible to configure up to 5 custom fields for different data types for contacts, customers, vendors, items and jobs.

Scenario 1: Custom fields on contacts

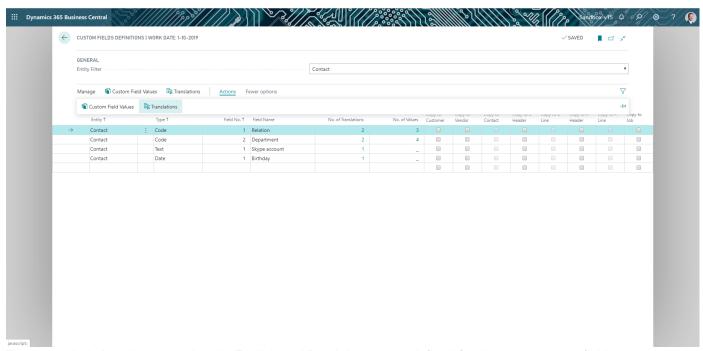
To set up custom fields for contacts:

- 1. Choose the Contact as Entity Filter on the Custom Field Definitions page.
- 2. Add a new line, change the Type field to the appropriate one. The system will predefine Field No. but user can change it. The Field Name is mandatory to specify.
- 3. When the line inserted, the system will automatically add English (ENU) caption of the custom field. This default caption is the same as field name.



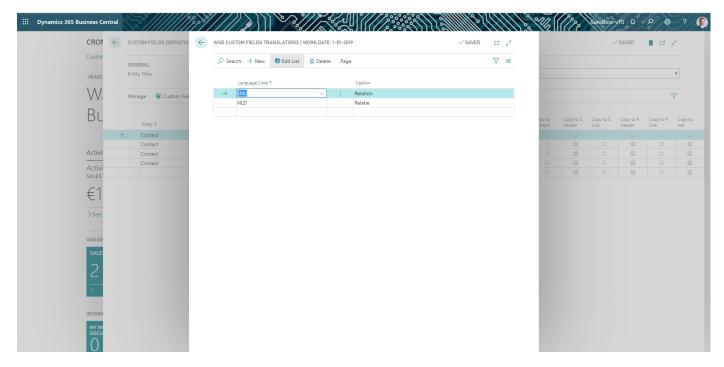


The user can add captions for other relevant languages in WSB Custom Fields Translations page which is accessible from Actions:

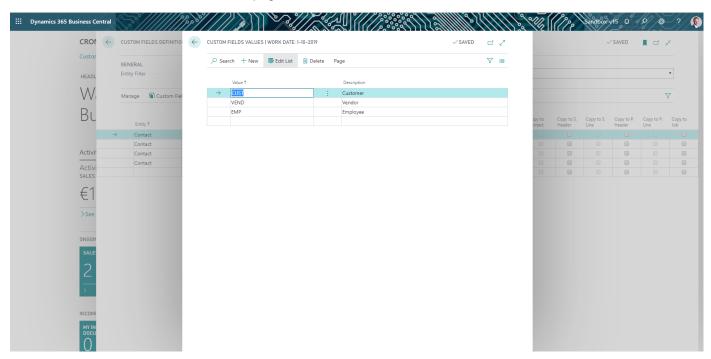


The example below shows captions in English and Dutch languages defined for the same custom field:



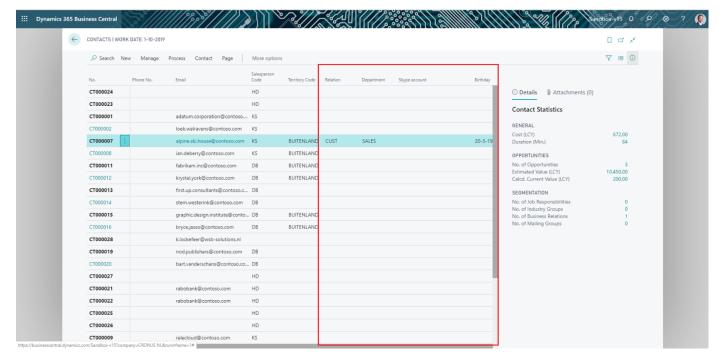


For custom fields of Code type, it is possible to set up values using Custom Field Values page accessible from Actions on the Custom Fields Definitions page:

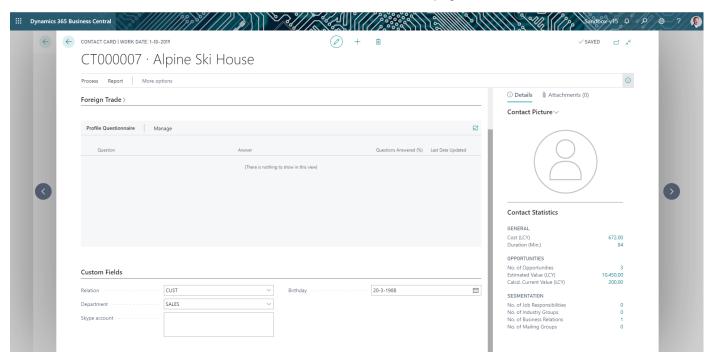


After users logout and login again, the newly defined custom fields will be available on the list and card page (Custom Fields fasttab) of the contacts:





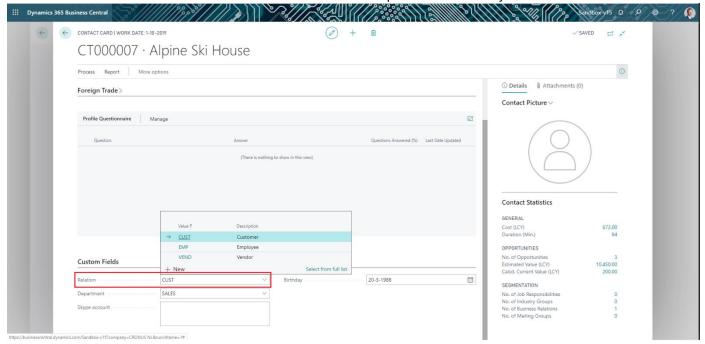
Custom fields on Contacts List page



Custom fields on the Contact Card page



The values defined for the custom field are available in the lookup but not mandatory to select.



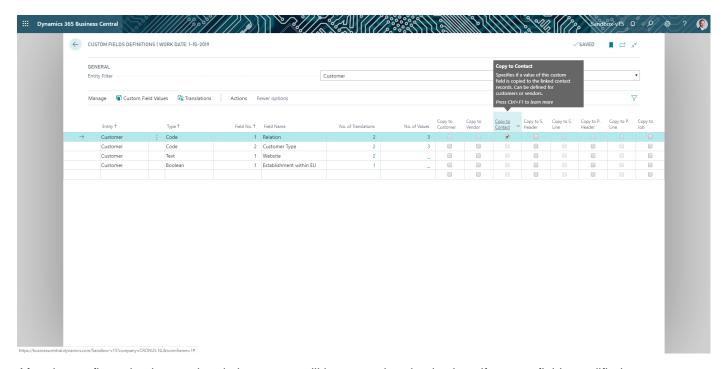
Scenario 2: Synchronization of custom fields between contacts and customers

WSB Custom Fields extension enables possibility to synchronize values of the same type and the same field number between contacts and customers (also between contacts and vendors) when these records are linked to each other (using Contact Business Relation).

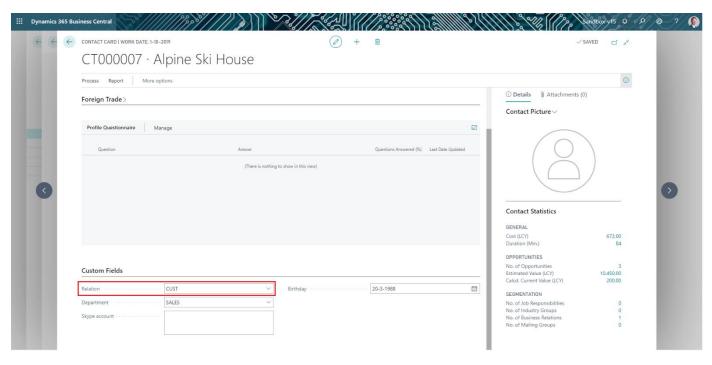
To set up synchronization for custom field of type Code between contacts and customers:

- 1. Set up custom fields for contact entity as described in Scenario 1.
- 2. Choose the Customer as Entity Filter on the Custom Field Definitions page.
- 3. Add custom fields and set Copy to Contact checkbox on the fields which should be kept in synchronization with contact:

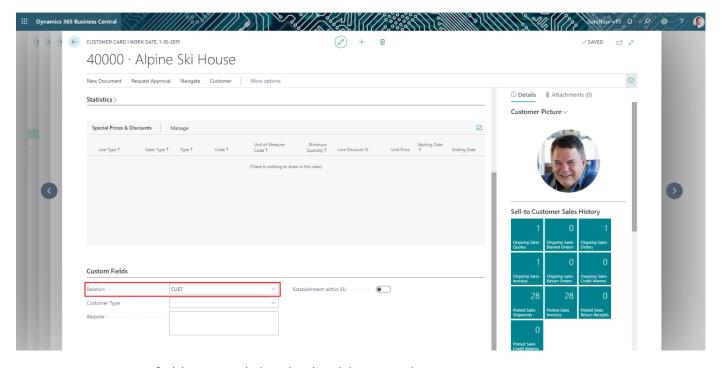




After the configuration is completed, the system will keep synchronized values if custom fields modified on a contact or customer:

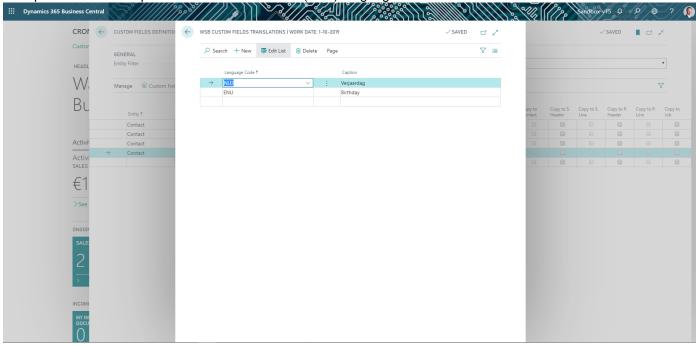






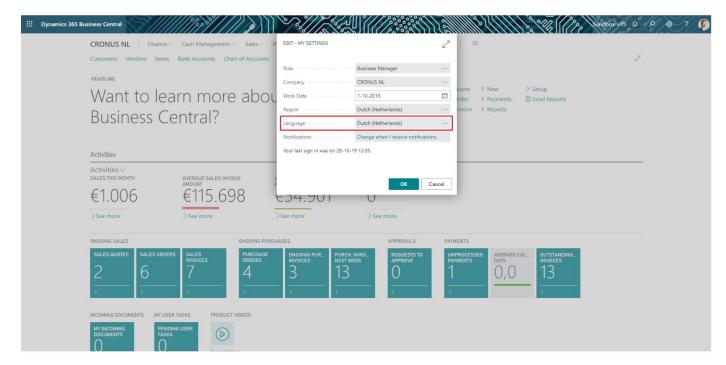
Scenario 3: Custom fields in Dutch (Netherlands) system language

1. Set up custom fields caption translations for Dutch (NLD) language:

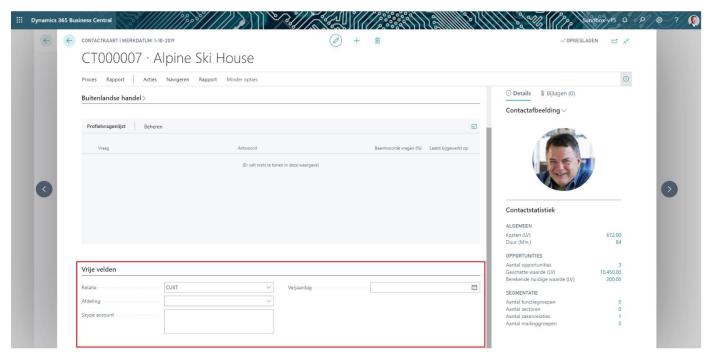


2. Open My Settings page and change Language to Dutch (Netherlands):





3. After the language of the Microsoft Dynamics 365 Business Central changed, open the contact card and custom fields are shown according to captions defined for NLD language layer in Custom Fields Definitions:



Scenario 4: Synchronization of custom fields between contacts, customers & vendors and their documents and jobs

WSB Custom Fields extension enables possibility to transfer values of a contact, customer or vendor to the header of their documents, like sales quote and purchase order or jobs (only for customer).

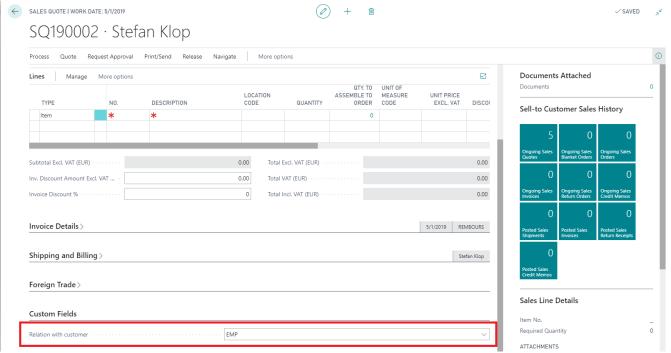
To set up transferring of a custom field of type Code from a customer to the header of a sales quote.



- 1. Set up custom fields for Sales Header entity as described in Scenario 2.
- 2. Choose the Customer as Entity Filter on the Custom Field Definitions page.
- 3. Add custom fields and set Copy to S. Header checkbox (sales header) on the fields which should be transferred to the sales quote:



After the configuration is completed, the system will keep transfer the values if the customer is used as a sell-to customer in the sales quote.



This same case is applicable for transferring values from vendors to purchase documents and customers to jobs.

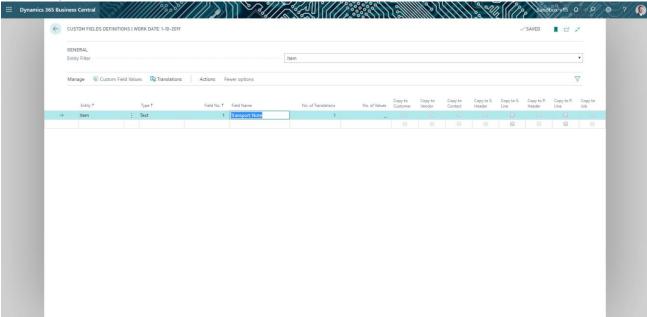


Scenario 5: Synchronization of custom fields between items and sales & purchase lines

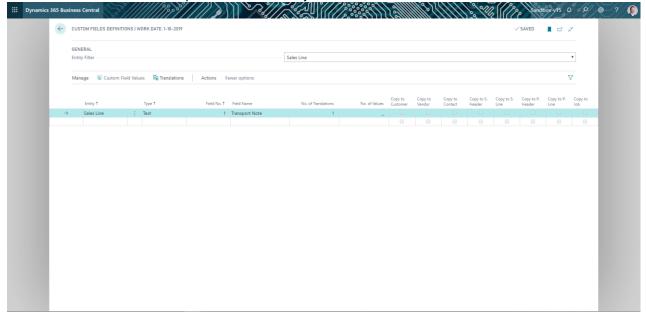
WSB Custom Fields extension enables possibility to transfer values of an item to a sales or purchase line

To set up transferring for a custom field of type Text from an item to a sales order line.

- 1. Choose the Item as Entity Filter on the Custom Field Definitions page.
- Add a new line, change the Type field to Text. The system will predefine Field No. but user can change it. Specify the Field Name as Transport Note
- 3. When the line inserted, the system will automatically add English (ENU) caption of the custom field. This default caption is the same as field name.



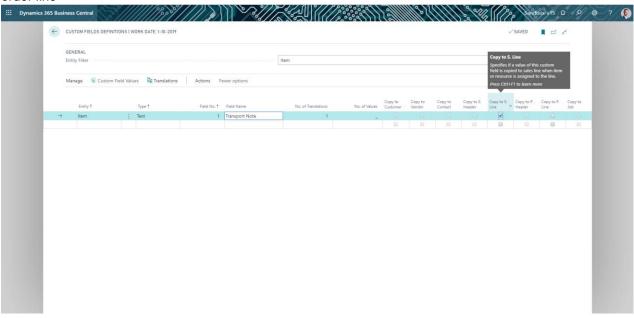
4. Create the same field from step 1 till 3 for the Entity filter Sales line



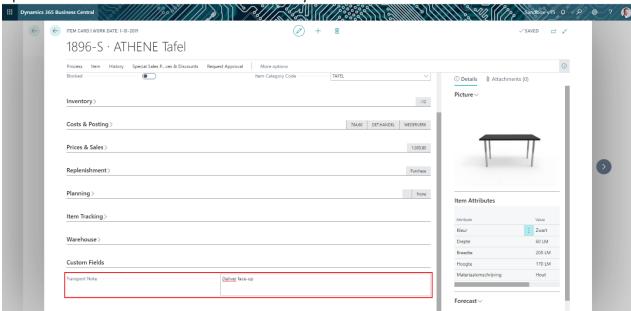
5. Choose the Item as Entity Filter on the Custom Field Definitions page.



6. Copy to S. Line checkbox (sales line) on the field created at step 1 which should be transferred to the sales order line



7. Open an Item card and fill in the custom field Transport Note on the FastTab Custom Fields



8. Create a Sales Order and enter the Item used on step 7 in the Sales lines



9. The custom field filled in step 7 is transferred to the sales line

